



MARIN MUNICIPAL  
WATER DISTRICT



# **Marin Municipal Water District Is Seeking An Environmental And Engineering Services Manager**

## THE DISTRICT

The Marin Municipal Water District (MMWD) received its charter in 1912 as the first municipal water district in California. The District, located just over the Golden Gate Bridge from San Francisco, today supplies a population of 185,000 in the central and southern portions of the County with an average annual usage of 32,000 acre feet of high quality treated water. About 75% of the District's water is surface water from a series of seven reservoirs on the slopes of Mt. Tamalpais and in west Marin. The balance of the District water is imported from the Russian River in Sonoma County. The MMWD's two water treatment plants and one finishing plant produce an average of 29 million gallons per day that are delivered to customers through over 900 miles of pipeline and 99 pumping stations.

MMWD owns and protects over 21,250 acres of watershed that drain into its reservoirs. This land, along with adjacent public and private land, represents a diverse natural environment critical to the District's mission. Efforts include assisting visitors to the watershed, monitoring plants and animals, habitat restoration, maintaining roads and trails, controlling erosion, fire prevention and fire protection.

Since the 1980s, MMWD has pioneered the use of recycled water for non-agricultural purposes in northern California. Up to two million gallons a day are recycled and distributed to 250 customers for irrigation and other non-drinking purposes. The District has a long history of innovative and aggressive water conservation programs with a variety of innovative educational programs, on-site water use assessments, tiered water rates and rebates for water saving devices.

The District is governed by a five member Board of Directors who are each elected to four-year terms by voters in five geographic areas. The Board appoints the General Manager to direct overall operations. District resources include 245 employees, a \$55 million operating budget, and a \$7.6 million capital budget for FY04-05.

## THE COMMUNITY

Marin County is a dynamic community of 247,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

### MARIN MUNICIPAL WATER DISTRICT MISSION

*It is the purpose of the District to manage sensitively the natural resources with which it is entrusted, to provide customers with reliable, high-quality water at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.*

Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area — the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, tourism, and the manufacture of plastic products and cheese. Marin is also home to the Buck Institute, a world-class institute researching the science of aging.

Marin County children excel in school. Test scores are well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000. There are 74 public schools that include elementary, middle, high school, college, continuing education, alternative education, independent study and charter schools. The Marin Community College has two campuses: Kentfield and Novato. There are several private educational institutions for all age levels, including Dominican University in San Rafael.

## THE POSITION

Appointed by and reporting to the General Manager, the Environmental and Engineering Services Manager is responsible for planning, organizing and directing the activities of the District's Environmental and Engineering Services Division. The Division consists of 102 engineering, operations, technical and support staff serving in water treatment and water quality operations; engineering; design, construction and engineering support; demand management; and environmental services. The Environmental and Engineering Services Manager is also responsible for the District's capital improvement plan. The Division is supported by a \$13.3 million current operating budget.

Specific duties for the Environmental and Engineering Services Manager include, but are not limited to:

- assisting the General Manager and Board of Directors in the development and implementation of the District's long-term policies and objectives
- planning, directing and reviewing the work of professional and technical staff in the design, construction, inspection and maintenance of the District's water system facilities
- coordinating with management staff of other District divisions and governmental agencies to manage and accomplish Division functions
- representing the District with customers, and representatives of other governmental agencies

- accomplishing short and long term planning and operational goals and objectives of the District
- providing executive support and professional and technical assistance to the General Manager in planning, directing and reviewing District programs and operations
- analyzes and recommends policies and procedures related to demand management, water supply and water rights
- participating actively as a District team member in labor negotiations with representatives of District employees
- attending Board meetings and preparing and presenting oral and written reports as requested
- assuming the responsibility of the General Manager, when assigned

The Environmental and Engineering Services Manager is a vital member of the District's Management Team who advise the General Manager. This team also includes the District's Facilities and Watershed Manager, Finance Manager, Human Resources Manager and General Counsel.

## CURRENT ISSUES AND PRIORITIES

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Current issues and priorities that the Environmental and Engineering Services Manager will need to address include:

**Supplemental Water Supply** – The District develops additional supply on an as-needed basis under its integrated water resources plan. In 2001, the District determined that demand had exceeded supply and began working to develop additional demand management and determine the appropriate supplemental water supply. Potential environmental damage and natural limitations preclude building further reservoirs locally and cloud the District's ability to successfully import additional Russian River supply. The District has been working the past year on an environmental impact report (EIR) on a proposed development of a desalinization treatment plant on District owned land on San Francisco Bay in San Rafael. Efforts are now underway to create a one-year pilot plant project.

**Leading Edge of Conservation** – The District has a long standing commitment to water conservation and remains on the leading edge of conservation program development. For example, the District is completing a two-year pilot program on evapotranspiration in landscape irrigation, as well as completing a District-wide ultra low flow toilet installation program. They are also evaluating a "time of water service" program.

**Water Quality** – As with other districts, MMWD is continuing to evaluate, respond to and operate within changes in water quality regulations.

**Organizational Leadership** – The District has an excellent staff and enjoys a reputation for quality service from its customers. Maintaining that quality comes in part from the Environmental and Engineering Services Manager's leadership toward internal collaborative and participatory practices that emphasize innovation and results.

For further information about the Marin Municipal Water District, see its web site at: [www.marinwater.org](http://www.marinwater.org).

## IDEAL CANDIDATE

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The ideal candidate will be an experienced design and construction manager with strong people management and consensus building skills, creativity, extensive energy and the ability to promote the District's values for natural resource protection.

Specific qualifications are as follows:

### Experience and Education

It is expected the successful candidate will have at least ten (10) years of increasingly responsible engineering experience, of which at least five (5) years include managing engineering operations in a public or private organization, preferably a utility. A Bachelor's degree in engineering and California registration as a Professional Civil Engineer, is required. A Master's degree in business or public administration is desirable.

### Registration

Registration as a Professional Civil Engineer in California is required.

### Leadership and Management Style

Dedication to the District's commitment to high quality water, customer service, environmental protection and conservation.

An effective, efficient and decisive manager who respects employees, holds employees accountable for their work, leads necessary staff development and cultivates high morale.

### Competencies and Personal Characteristics

- works effectively in a diverse community with a broad range of personalities
- a facilitator of consensus and collaboration
- decisive; able to say "no" when necessary
- an effective listener and communicator, both orally and in writing
- serves impressively as District spokesperson when necessary
- a people person; accessible and approachable
- intelligent, innovative and confident; has fun

- a team builder and mentor; committed to developing assigned staff to their fullest potential
- calm under pressure; thick skinned; and possesses a good sense of humor
- patient; not easily deterred by criticism or controversy
- diplomatic
- politically aware and sensitive, yet apolitical

## COMPENSATION AND BENEFITS

The position's annual salary is **\$118,704 - \$144,276** depending on the qualifications of the successful candidate. The District offers an attractive benefit package, including:

**PERS Retirement** – California Public Employees Retirement System (PERS) 2.7% at 55 plan; District pays 100% of the employee's 7% contribution. The District also participates in Social Security.

**Medical, Dental and Vision Insurance** – District pays premium for employee and one dependent for coverage provided with any of the health insurance plans authorized under the PERS medical insurance coverage program, up to a maximum of \$739.48 per month. District pays premium for employee and family dental insurance, and provides limited reimbursement of vision care expenses not covered in health plan.

**Holidays, Vacation and Sick Leave** – District observes 11 holidays, and provides generous sick leave, administrative, and vacation leave earning rates with limited carryover provisions.

**Long Term Disability Insurance** – District provides insurance.

**Life Insurance** – District provides policy with coverage based on salary to a maximum of \$150,000.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume with current salary and the names of three work-related references directly to:



Kris Kristensen  
CPS EXECUTIVE SEARCH  
241 Lathrop Way  
Sacramento, CA 95815  
916 / 263-1401  
Fax: 916 / 561-7205  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
CPS web site: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

The final filing date for this position is **Friday, December 17, 2004.**

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants in late December or early January; results will be reported to the District. The District will invite approximately six candidates to participate in interviews in late January. An offer of appointment is anticipated in February following full reference and background checks, and a final interview.

